



# 2022 Athletic Field Maintenance Program

## **ADMINISTRATION**

All revenues generated on City athletic fields will be administered by GCWCC as part of the Athletic Field Maintenance (AFM) program or often referred to as the Sweat Equity Maintenance. The value of work performed will be determined using the enclosed "Athletic Field Maintenance Guidelines".

## **GRANTS**

The revenues paid-out to any Community Centre for its participation in the program will be determined co-operatively by GCWCC and the City of Winnipeg, based on available resources.

## **LEVEL OF GRANTS**

**Full Maintenance** will qualify a Community Centre for **\$1100.00 per field**.

**Assisted Maintenance** option will qualify a Community Centre for **\$400.00 per field**.

**Mini-Soccer pitches & Mini-Baseball diamonds** are considered "half-fields" and will be pro-rated at 50% of the full/assisted field assessment.

## **MAINTENANCE OPTIONS**

### **Full Maintenance**

Should a Community Centre opt to perform full maintenance at a given site, all fields at that location must be maintained at a full maintenance level (ie. fields, surrounding green space, play areas, wading pools, play structures, and adjacent boulevards). Centres may opt to perform full field maintenance at one location, while providing assisted field maintenance at a different location.

For a listing of Community Centre responsibilities please refer to the Full Maintenance Guidelines chart provided by the City with this package.

### **Assisted Maintenance**

Under this option the Community Centre will perform a portion of the maintenance required on all the athletic fields situated at a given location. The work performed will **not** include those jobs that require the use of large equipment. Please refer to the enclosed Assisted Maintenance Guidelines chart for Community Centre responsibilities.



### **City Maintenance**

Community Centres choosing this option **will not be eligible for funding** under this program. The City will provide maintenance as detailed in their enclosure.

### **FIELD ALLOCATION**

Community Centres **may allocate their\* fields for weekend use** at their own discretion and retain all revenues raised through those allocations. For the protection of the user, Community Centres and the City, a "Facility Use Agreement" (FUA) must be completed and filed with the City of Winnipeg for all such uses. FUA can be found [here](#):

\*The general agreement being that "their" fields are only the ones adjacent to the Community Centre, not necessarily all of the fields that the Centre may maintain through the Athletic Field Maintenance program. Off-site fields are not to be allocated by the Centre and are only available through the City Booking Office.

Community Centres **may not allocate their athletic fields or assess any charges on weekdays (Monday through Thursday)**, such allocations being under the exclusive authority of the City of Winnipeg.

Where it is found that a Community Centre has assessed such charges, the amount of revenue lost to the legitimate system of athletic field fees will be estimated by the City of Winnipeg. This amount will be deducted from that Centre's AFM allocation or deducted from their next operating grant. Funds retained in this manner will be returned to the City of Winnipeg.

In all cases, community youth programs will be given priority for the use of athletic fields. The number of playing slots allocated to community youth programs will be proportionate to the number of youth teams registered. The number of playing slots should not, as a rule, exceed two slots per team per week.

### **ELIGIBILITY OF FIELDS**

Any City-owned properties for which the City of Winnipeg is responsible for maintenance are eligible. The eligibility of any other fields utilized by a Community Centre, but not located on Community Centre property (ie. Parks property), will be determined by the City of Winnipeg. Where there is an overlapping of fields, only one field will be eligible for funding.

### **RESPONSIBILITIES**

All contractors, workers, supervisors, suppliers, and volunteers participating in the Athletic Field Maintenance Program will ensure the safe operation of equipment related to this program in accordance with the Workplace Health and Safety Act applicable standards and industry best practices.

The City of Winnipeg will be responsible to provide inspections of the properties enrolled in the program. Confirmation that Centres have either met or not met their obligations will be forwarded to GCWCC.



Where a Community Centre fails to meet their obligations under the program, the City of Winnipeg will provide the required maintenance functions and the Community Centre will be assessed for any such work. Should a Centre repeatedly fail to meet their obligations, they will be removed from funding eligibility and their status will be dropped to the "no maintenance" level. Verification of these decisions will be forwarded to GCWCC.

A Community Centre will have the opportunity to appeal any rulings regarding site inspections, or their removal from the program. A committee consisting of representatives from the City of Winnipeg and GCWCC will deal with such appeals.

Where applicable, the City of Winnipeg will remain responsible for the provision of standard materials (see enclosed "AFM/Sweat Equity Material & Supplies List"). The materials provided shall conform to the most current City of Winnipeg standards. The quantity and frequency of the provision of standard materials shall be determined by the City of Winnipeg. Should a Community Centre choose to utilize materials of a higher quality than the City standard, they shall be responsible for the supply of same. In the event that the maintenance reverts back to the City, the use of City standard materials would also be re-instated.

Parks Area Contacts are:

|                                       |                 |          |                      |
|---------------------------------------|-----------------|----------|----------------------|
| <input type="checkbox"/> South Area - | Ryan Coy        | 470-7997 | rcoy@winnipeg.ca     |
| <input type="checkbox"/> East Area -  | Jessica Mutimer | 391-4319 | jmutimer@winnipeg.ca |
| <input type="checkbox"/> North Area - | Martin Daudet   | 470-9412 | mdaudet@winnipeg.ca  |

Community Centres opting into the program will be responsible for their level of maintenance for the entire season (generally accepted as being the period of May 1st to October 15th). This maintenance will continue regardless of the nature of the user groups utilizing the properties in question.

### **SITE PLANS**

Site plans precisely outlining the boundaries of maintenance are available to Community Centres participating in the program, on request.

### **DEADLINE**

All applications must be received by **February 28**. **Applications received after this date will not be considered.**

**Important:** Please be sure to read the enclosure titled "Youth Per Participant Athletic Field Fee Payment Timeline & Communication Plan - Outstanding Fees" for important City deadline dates and consequences.

## Sweat Equity Full Maintenance Guidelines

Parks and Open Space Division, Public Works Department 2022

| Service                                    | Activity                                  | Service Level     |            | Community Centre Requirements   |
|--|---|-------------------|------------|---|
|  |   | Average Frequency | Period     |   |
| Athletic Fields - Inspections              | Turf Assessment                           | 2 x / year        | Apr & Oct  | Inspections to be coordinated with Parks and Open Space Division<br>Site requirements are assessed annually primarily for extensive turf wear in the centre portions and goal areas of the fields   |
|  | Field Condition                           | 1 x / day         | May - Oct  | Rodent/pest infestation (safety concern)<br>Surface holes, uneven surfaces (safety concern)<br>Temporary fencing installed for restoration sites<br>Site inspection following heavy rain (to determine usage concerns)<br>Foreign objects (glass, etc.) |
|  | Park Furnishings                          | 1 x / year        | Oct        | Assess permanent/temporary bleachers, goal posts and litter containers  |
| Athletic Fields - Turf Maintenance         | Mowing                                    | 1 x / 7 days      | May - Oct  | 75mm (3") height of cut<br>Uniform height of cut<br>No scalped turf<br>No missed areas  |
|  | Trimming                                  | 1 x / 10 days     | May - Oct  | Trimming shall be in conjunction with machine mowing<br>No scalped turf   |
|  | Irrigation                                | As Required       | May - Oct  | Turf will receive a minimum of 1 inch (25mm) of water per 7 days. Irrigation will be applied only to compensate for deficiencies in natural precipitation<br>No standing water<br>Uniform coverage  |
|  | Fertilizing                               | Min 1 x / year    | May - Oct  | Parks and Open Space Division to complete   |
|  | Aerating & Top Dressing                   | Min 1 x /year     | May - Oct  | Parks and Open Space Division to complete. CC could increase frequency w/ prior approval  |
|  | Over Seeding                              | As Required       | May - Oct  | Seed applied at 4 lbs./100 sq m. Follow application instructions.   |
|  | Hazardous Litter                          | Immediately       | Apr - Oct  | Hazardous items such as broken glass, etc. shall be removed asap  |
|  | Turf Damage                               | As Required       | May - Oct  | Ruts/damage turf shall be immediately addressed to restore surface to original grade  |
| Athletic Field - Miscellaneous Maintenance | Litter Pick-up & Garbage Removal          | 1 x / 7 days      | May - Oct  | Playing surfaces are checked regularly for litter<br>Garbage receptacles to be picked up on a scheduled basis   |
|  | Spring/Fall Cleanup                       | 2 x / year        | May & Oct  | Accumulations of leaves, rocks and other debris shall be removed  |
|  | Park Furnishings                          | As Required       |            | Park furnishings are to be kept clean, painted and functional   |
|  | Site Restrictions                         | As Required       | May - Oct  | Fields that are closed for restoration activities are signed/ temporarily snow fenced during the construction and grow-in period<br>Fences are maintained daily   |
|  | Signage                                   | As Required       | May - Oct  | All broken, defaced or otherwise damaged signs and posts shall be replaced or repaired  |
|  | Field Components                          | As Required       | May - Oct  | Goal posts are to be kept painted, functional and securely fastened<br>Perimeter fencing shall be kept in good repair   |
|  | Field Markings                            | 2 x / year        | May & Sept | Mark fields to distinguish between fair and foul territory  |
|  | Backstop and Chain Link Fence Maintenance | As Required       | May - Oct  | Inspect, identify, address and remove any hazards or risks<br>No loose, protruding or broken meshing or cross bracing<br>No openings or holes in meshing<br>Fencing maintained straight   |

| Service  | Activity                                       | Service Level     |           | Community Centre Requirements  |
|--|--|-------------------|-----------|--|
|  |  | Average Frequency | Period    |  |
|  | Pitching Mounds, Bullpens, Batter Boxes        | As Required       | May - Oct | Reconstruction to obtain proper distance, height and alignment   |
|  | Skinned Infield and Warning Track              | As Required       | May - Oct | Eliminate ridges and puddling, maintain drainage slopes, provide a consistent, smooth and safe playing field<br>No washout areas or aggregate build ups against any fence lines or backstops<br>Prior to each event: scarified and dragged to loosen compaction, remove ruts and lips, reduce unsafe running and sliding hazards<br>Water down infield to control dust, prevent wind erosion, soften field |
|  | Edging   | As Required       | May - Oct | Eliminate ridge of aggregate along grass edge (base paths)<br>Eliminate risk of injury to users  |
|  | Dugouts  | As Required       | May - Oct | Wooden benches solid, no splintering   |
|  | Janitorial Services                            | 1 x / day         | May - Oct | All buildings with public access are to be clean, functional and stocked with necessary supplies   |
|  | Lighting                                       | As Required       | May - Oct | A systematic inspection of lighting, monitored at night will be done<br>Repair work or bulb replacement is done by work order to the Building Maintenance Division   |
|  | Vandalism                                      | As Required       | May - Oct | Willful damage, arson and structural damage shall be addressed immediately Request Service through Graffiti Control Branch   |
| <b>Athletic Field - Irrigation Maintenance</b> | Meter and Backflow Preventor Installation      | 1 x / Year        | Apr - May | Request for Meter Installation through Water Services Division<br>Parks and Open Space Division to install Backflow Preventor  |
|  | Pit Maintenance                                | As Required       | Apr - Oct | Pump standing water from pit as required   |
|  | Inspections for Minor Repairs/ Head Adjustment | 1 x / year        | Apr - May | Test run to ensure no line leaks<br>Inspect and adjust heads to achieve uniform coverage<br>Ensure irrigation heads, valve boxes, & other components are level with field to prevent injury  |
|  | Blow Lines/ Meter Removal                      | 1 x / year        | Oct       | Request for Service through Parks and Open Space Division to winterize irrigation lines,   |
| <b>Miscellaneous Open Space Maintenance</b>    | Spring/Fall Clean Up                           | 2 x /yr           | May & Oct | Accumulation leaves, rocks and other debris shall be removed   |
|  | Mowing   | 1 x / 10 days     | May - Oct | Height of cut - 75 mm (3 inch)<br>Uniform height of cut<br>No scalped turf<br>No missed areas<br>No mechanical damage to trees, shrubs or park furnishings   |
|  | Trimming                                       | 1 x / 10 days     | May - Oct | Trimming shall be at the same height as machine mowing<br>No scalped turf<br>No missed areas<br>No damage to trees, shrubs or park furnishings   |
|  | Litter Control - Manual                        | 1 x / 10 days     | May - Oct | Hazardous items such as needles, sharps, broken glass removed asap<br>Accumulations of paper, rocks, wood and other debris will be picked up   |
|  | General Turf Renovation and Repair             | As Required       | May - Oct | Vehicle or vandal damage to turf will be addressed within a reasonable period<br>Apply 6 mm (¼ inch) topsoil to damaged areas<br>Even and consistent level of application<br>Establishment of turf should be compatible with the surrounding area<br>Apply sod/seed as per City specifications   |
|  | Pest/Rodent Control                            | As Required       | May - Oct | Request for service through Parks and Open Space<br>Requests prioritized according to site and hazard<br>Pest/rodent control in some areas may be limited by program resources<br>Fields may be pulled from service if rodent damage is too severe   |

## Sweat Equity Assisted Maintenance Guidelines

Parks and Open Space Division, Public Works Department  
2022

| Service                                     | Activity                         | Service Level     |            | Community Centre Requirements   |
|---|----------------------------------|-------------------|------------|---|
|   |                                  | Average Frequency | Period     |   |
| Athletic Fields - Inspections               | Turf Assessment                  | 2 x / year        | Apr & Oct  | Inspections to be Coordinated with Parks and Open Space Division<br>Site requirements are assessed annually primarily for extensive turf wear in the centre portions and goal areas of the fields   |
|   | Field Condition                  | 1 x / 7 days      | May - Oct  | Rodent/pest infestation (safety concern)<br>Surface holes, uneven surfaces (safety concern)<br>Temporary fencing installed for restoration sites<br>Site inspection following heavy rain (to determine usage concerns)<br>Foreign objects (glass, etc.)       |
| Athletic Fields - Turf Maintenance          | Trimming                         | 1 x / 10 days     | May - Oct  | Trimming shall be in conjunction with machine mowing<br>No scalped turf<br>No missed areas  |
|   | Field Markings                   | 2 x / year        | May & Sept | Mark fields to distinguish between fair and foul territory  |
|   | Litter Pick-up & Garbage Removal | 1 x / 10 days     | May - Oct  | Playing surfaces are checked regularly for litter<br>Hazardous items such as needles, sharps, broken glass removed asap<br>Garbage receptacles to be picked up on a scheduled basis<br>Accumulations of paper, rocks, wood and other debris will be picked up |
| Athletic Fields - Miscellaneous Maintenance | Fertilizing                      | Min 1 x / year    | May-Oct    | Parks and Open Space Division to complete   |
|   | Aerating & Top Dressing          | Min 1 x /year     | May -Oct   | Parks and Open Space Division to complete . CC may increase frequency with approval.  |
|   | Over Seeding                     | As Required       | May - Oct  | Seed applied at 4 lbs/100 sq m. Review applications instructions.   |
|   | Site Restrictions                | As Required       | May - Oct  | Fields that are closed for restoration activities are signed/ temporarily snow fenced during the construction and grow-in period  |